

THE STAFF SUMMARY SHEET

STAFF SUMMARY SHEET										
	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE			
1	AU/ES	Coord	<i>Lead, Lt Col, 6 Apr 97</i>	6						
2	AU/CV	Coord	<i>Cross. Col. 6 Apr 97</i>	7						
3	AU/CC	Sig	<i>Drennan, Col, 6 Apr 97</i>	8						
4				9						
5				10						
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL		PHONE		TYPIST'S INITIALS		SUSPENSE DATE	
Major Bowling			ACSC/CCE		3-2224		yb			
SUBJECT									DATE	
Proposed Letter of Invitation to General Colin Powell, USA, Retired									2 Apr 97	
SUMMARY										
<p>1. The proposed letter at tab 1 invites General Powell to be the guest speaker at Air Command and Staff College's (ACSC) graduation on 12 Jun 97. This year, ACSC has added emphasis on leadership throughout the curriculum. General Powell's presentation will provide the capstone to the school's Leadership Focus guest speaker series.</p> <p>2. RECOMMENDATION: CC sign proposed letter at tab 1.</p> <p><i>Mike Drennan</i></p> <p>JERRY M. DRENNAN, Colonel, USAF Commandant, ACSC Extension 3-2295</p> <p>1 Tab Proposed Invitation Letter</p>										
SAMPLE										

AF FORM 1768, SEP 84 (EF-V4)

(PerFORM PRO)

PREVIOUS EDITIONS WILL BE USED.

STAFF SUMMARY SHEET									
	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE			TO	ACTION	SIGNATURE (Surname), GRADE AND DATE	
1	ACSC/ DEX	Coord	<i>Phelps, Lt Col, 5 Apr 97</i>		6			<i>Sign your surname, rank or grade, and date on the bottom line if you are the addressee; sign on the top line if you aren't the addressee. If more than 10 coordinators, use another form, renumber and fill in all info through Subject line.</i>	
2	ACSC/ DE	Coord	<i>Dickson, Col, 6 Apr 97</i>		7				
3	ACSC/ CV	Coord	<i>Cross, Col, 6 Apr 97</i>		8				
4	ACSC/ CC	Sig	<i>Drennan, Col, 7 Apr 97</i>		9				
5					10				
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL		PHONE		TYPIST'S INITIALS	SUSPENSE DATE	
MSgt Brown			DEX		3-5043		jah	11 Apr 97	
SUBJECT								DATE	
Preparing the Staff Summary Sheet (SSS)								1 Apr 97	
<p>SUMMARY</p> <p>1. The SSS introduces, summarizes, coordinates or obtains approval or signature on a staff package. It should be a concise (preferably one page) summary of the package. It states the purpose, pertinent background information, rationale and discussion necessary to justify the action desired.</p> <p>2. The SSS is attached to the front of the correspondence package. If an additional page is necessary, prepare it on plain bond paper. Use the same margins you see here. Summarize complicated or lengthy correspondence or documents attached, or any tabs that are not self-explanatory. If they're self-explanatory, say so. Attach a copy or extract of appropriate portion of any document you reference.</p> <p>3. List attachments to the SSS as tabs. List the document for action as tab 1. List incoming letter, directive or other paper—if any—that prompted you to prepare the SSS as tab 2. (If you have more than one document for action, list and tab with as many numbers as needed and list the material you're responding to as the next number: tabs 1, 2 and 3 for signature, tab 4 incoming document.) List supplemental documents as additional tabs, followed by the record or coordination copy and information copies. If nonconcurrence is involved, list it and the letter of rebuttal as the last tab.</p> <p>4. VIEWS OF OTHER. Explain concerns of others external to the staff (i.e., OSD, Army, Navy, State, etc). For example: "OSD may disapprove of this approach."</p> <p>5. OPTION. If there are significant alternative solutions, explain. For example: "Buying off-the-shelf hardware will reduce cost 25 percent, but will meet only 80 percent of the requirements."</p> <p>6. RECOMMENDATION. Use this caption when SSS is routed for action. State the recommendation, including action necessary to implement it, in such a way the official need only sign an attachment or coordinate, approve or disapprove the recommended action. Do not recommend alternatives or use this caption when submitted for info only.</p> <p><i>Gwen Story</i></p> <p>GWEN W. STORY Director of Publication Systems Extension 3-7084</p> <p style="text-align: right;">2 Tabs 1. Proposed Ltr 2. HQ AETC/CC Ltr, 25 Mar 97 w/1 Atch</p>									